[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the time and effort you invested in our executive search process for the [Position Title] role. It was a pleasure meeting with you during the final interview stage and learning more about your leadership philosophy and professional achievements.

I am writing to inform you that we have decided to move forward with another candidate whose experience and vision align most closely with our current strategic goals. This was a difficult decision, as the caliber of finalists was exceptionally high.

The search committee was particularly impressed by [mention one specific strength, e.g., your track record in global operations]. We appreciate the transparency and insight you shared regarding your career journey.

On behalf of the leadership team, I want to thank you for your interest in [Company Name]. We wish you continued success in your professional endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]